SECNAVINST 5500.38
DUSN (S&I)
18 Sep 2020

SECNAV INSTRUCTION 5500.38

From: Secretary of the Navy

Subj: SECURITY PROFESSIONAL EDUCATION DEVELOPMENT PROGRAM

Ref: See enclosure (1)

Encl: (1) References
       (2) Definitions
       (3) Responsibilities

1. Purpose

    a. To establish and implement the Department of the Navy
(DON) Security Professional Education and Development (SPēD)
Program and provide guidance for its administration pursuant to
references (a) through (f), thereby promoting the education,
training, professional credentialing, and experience of current
and future professionals in national security positions.

    b. The SPēD Certification Program is part of the Department
of Defense's (DoD) initiative to professionalize the security
workforce. This initiative ensures there exists a common set of
competencies among security practitioners that promotes
interoperability, facilitates professional development and
training, and develops a workforce of certified security
professionals. The SPēD Certification Program is composed of
certifications that assess knowledge and skill sets for distinct
security disciplines and responsibilities.

2. Definitions. See enclosure (2).

3. Applicability. This instruction applies to personnel within
the offices of the Secretary of the Navy (SECNAV), the Chief of
Naval Operations (CNO), the Commandant of the Marine Corps
(CMC), and all U.S. Navy and U.S. Marine Corps installations,
commands, activities, field offices, and all other
organizational entities within the DON where work within a
security functional area, as defined by the Office of Personnel
Management's Security Administration (occupational series 0080)
classification standard, is performed as a primary duty.

4. Policy

    a. In accordance with references (a) and (c), it is the
DON's policy to validate the security technical knowledge level
of personnel in positions where security is a primary duty
through the use of the DoD SPēD Certification Program, as
managed by the Center for Development of Security Excellence
(CDSE), in accordance with reference (d). The SPēD
Certification Program is established in order to facilitate
sound professional development, education, and training through
a formal evaluation process.

    b. Certifications. SPēD certifications serve as valid and
reliable indicators of mastery of facts, concepts, and
principles the DoD security community deems critical to
successfully perform functions, implement programs, and pursue
missions necessary to manage risks and protect DoD assets. The
following SPēD certifications are currently recognized:

        (1) Security Fundamentals Professional Certification
(SFPC). The SFPC provides a recognized and reliable indication
of a security practitioner's understanding of foundational
concepts, principles, and practices needed to successfully
protect DoD assets.

        (2) Security Asset Protection Professional Certification
(SAPPC). The SAPPC provides a recognized and reliable
indication of a security practitioner's ability to apply
foundational concepts, principles, and practices needed to
successfully perform functions, implement programs, and pursue
missions to protect DoD assets. The SFPC is a prerequisite.

        (3) Security Program Integration Professional
Certification (SPIPC). The SPIPC provides a recognized and
reliable indication of a security practitioner's understanding
and ability to apply risk management and security program
management concepts, principles, and practices. The SFPC is a
prerequisite.

        (4) Special Program Security Certification (SPSC). The
SPSC is ideal for personnel who will be or are already
performing Security Officer functions for and/or on behalf of
the DoD Special Access Programs. The SFPC is a prerequisite.

        (5) Industrial Security Oversight Certification (ISOC).
The ISOC is ideal for DoD, Industry, and federal members under

the National Industrial Security Program. The SFPC is a prerequisite.

        (6) Physical Security Certification (PSC). The PSC is ideal for DoD, Industry, and federal members performing physical security functions.

        (7) Adjudicator Professional Certification (APC). The APC is required for all Personnel Security Adjudicators in the DoD Consolidated Adjudications Facility, any of the Intelligence Community Adjudications Facilities (National Security Agency, Defense Intelligence Agency, and National Geospatial-Intelligence Agency), and personnel security adjudicators employed by an agency accepted to participate in the program.

        (8) Due Process Adjudicator Professional Certification (DPAPC). The DPAPC provides the recognition and official record of an individual's demonstrated understanding and application of occupational and technical knowledge, skills, and expertise necessary to proficiently perform essential due process adjudicator tasks (i.e., writing Statements of Reasons (SORs), evaluating responses to SORs, recommending eligibility determinations or other functions following evaluation of responses to SORs).

    c. Requirements

        (1) Participation in the DoD SPēD Certification Program is a condition of employment for all DON employees hired into an indexed security professional position. This condition of employment must be identified in all vacancy announcements for covered positions. Although not required, military personnel performing security management functions are highly encouraged to take advantage of the certification program.

        (2) All civilian Security Administration billets within the DON will be indexed, as appropriate SPēD certifications are approved to address the security tasks which match the current billet, with one or more SPēD certifications that will be added to the position description. Specified certifications must be obtained within two years from date of hire, promotion, reassignment, or placement into a SPēD indexed position pursuant to reference (d) and maintained as a condition of employment.

        (3) Employees placed into a Security Administration billet prior to that position being indexed are exempt from any

SPēD certification requirement so long as they remain in that position.

(4) SPēD certifications must be maintained. To maintain an active and up-to-date SPēD certification, employees must submit a Certification Renewal Form (CRF) within a recurring two-year maintenance cycle that begins with the conferral of their first SPēD certification and repeating thereafter on that date, documenting their completion of one of the following:

(a) Earn 100 Professional Development Units (PDUs), at least 50 of which must be related to security. PDUs are earned under rules established by CDSE.

(b) Obtain an additional SPēD certification.

(5) Failure by an individual to submit a valid CRF or obtain an approved waiver within the allotted period will result in a loss of all SPēD certifications and a corresponding loss of eligibility to hold a Security Administration billet within the DON, to be followed by reassignment or removal.

(6) Waivers for extensions to an employee's certification renewal may be submitted to their Service SPēD authority (designated pursuant to enclosure (3), paragraph 6) using the form provided by CDSE. Waiver requests submitted after the expiration of a certification will not be considered, and no waiver will exceed 180 days.

d. Procedures

(1) Detailed procedures for certification are provided on the CDSE web site: https://www.cdse.edu/certification/index.html.

(2) Scheduling of testing for SPēD certifications will be performed through the CDSE My SPēD Certification (MSC) portal. Failed or incomplete tests may be retaken after a 90-day waiting period.

(3) Entry of PDUs and submission of CRFs will be performed through the CDSE MSC portal.

5. Responsibilities. See enclosure (3).

6. Records Management

    a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned according to the records disposition schedules found on the Directives and Records Management Division (DRMD) portal page: https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/SitePages/Home.aspx

    b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local Records Manager or the DRMD program office.

7. Forms and Information Management Control

    a. Forms. The Certification Renewal Form (CRF) form is an online tool to record PDUs earned during a two-year certification maintenance and renewal cycle for SPēD certification holders only. It is available through your MSC account at https://i7lp.integral7.com/dss/ under "Forms."

    b. Information Management Control. The reporting requirements contained in paragraphs 4c and enclosure (3), paragraphs 3 and 5 are exempt from information collection control in accordance with reference (e), Part IV, paragraphs 7k, 7n, and 7o.

                                    GREGORY J. SLAVONIC
                                    Under Secretary of the Navy
                                    Acting

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REFERENCES

(a) E.O. 13434
(b) DoD Directive 5200.43 of 14 July 2020
(c) DoD Instruction 3305.13 of 13 February 2014
(d) DoD Manual 3305.13, DoD Security Accreditation and
    Certification of 26 April 2018
(e) USD Memorandum Nationally Accredited Intelligence and
    Security Certification Guidance of 21 June 2018
(f) OUSDI Memorandum Implementation of Nationally-
    Accredited Intelligence and Security Certifications of
    26 October 2018

DEFINITIONS

1. Certification. A certification program formally recognizes, through conferral of a certification credential, mastery of relevant segments of the security essential body of knowledge.

2. Indexing. The process of aligning one or more DoD SPēD certifications to specific positions based upon the duties and responsibilities of the position.

3. PDUs. Professional development activity required to be accomplished on a recurring basis for continual certification maintenance under the governance rules of the DoD SPēD Certification Program.

4. SPēD. The SPēD (pronounced speed) Certification Program is part of the DoD initiative to professionalize the security workforce. This initiative is intended to ensure that there is a common set of competencies among security practitioners that promotes interoperability, facilitates professional development and training, and develops a workforce of security professionals.

RESPONSIBILITIES

1. <u>The SECNAV</u> has overall authority and responsibility for implementation and execution of the security program within the DON.

2. <u>The Under Secretary of the Navy</u> is responsible for the oversight, management, readiness, and compliance of the DON Security Enterprise, primarily exercised through the Office of the Deputy Under Secretary of the Navy (DUSN).

3. <u>The CNO and CMC will</u>:

    a. Ensure Service coordination with the Senior Director for Security and Intelligence (SDIR S&I) to implement the SPēD Certification Program for their civilian security professional workforce in accordance with this instruction.

    b. Direct the indexing of all civilian Security Administration (occupational series 0080) billets within their respective Service.

    c. Appoint a representative to oversee implementation of the SPēD Certification Program within their respective Service.

    d. Appoint a representative to the DoD Security Training Council (DSTC) and submit proposed agenda and action items to DSTC Chair.

    e. Establish guidance for the conferral of SPēD certificates and lapel pins to qualified certificants within their respective Service.

    f. Adjudicate requests for certification waivers from respective Service personnel within 10 working days of receipt, in accordance with CDSE guidelines.

    g. Allocate resources for the provision of security education, training, and certification to security personnel in accordance with Defense Counterintelligence and Security Agency (DCSA) security education, training, and certification standards.

   h. Assemble, maintain, and forward to the Director, DCSA, via SDIR S&I a record of all security education and training requirements and programs under their responsibility.

4. The DUSN is designated as the DON Security Executive per reference (b) and is delegated responsibility for the oversight, management, readiness, and compliance of the DON SE per reference (e), to include overall oversight of the DON SPēD program.

5. The SDIR S&I, under the direction and control of the DUSN, acts as the DON functional manager for Security Administration (occupational series 0080) professionals. Per reference (b), the SDIR S&I will:

   a. Provide security education, training, and certification to security personnel in accordance with DCSA security education, training, and certification standards.

   b. Incorporate guidance from the Under Secretary of Defense for Intelligence (USD (I)) and the Director, DCSA, to facilitate the security, education, training, and certification of DON security personnel.

   c. Conduct periodic review and analysis of DON-specific security education and training curricula and share the results of this analysis for potential consolidation of DoD Components' training efforts.

   d. Assemble, maintain, and forward to the Director, DCSA, a record of all security education and training requirements and programs under their responsibility.

   e. Appoint a representative to the DSTC.

   f. Submit proposed DSTC agenda and action items to the DSTC Chair.

   g. Coordinate the content of specialized security training courses for international programs and foreign disclosure with the Under Secretary of Defense for Policy.

     h.   Identify applicable certifications for DON military,
civilian, and contractor defense security positions in terms of
security functional tasks.

     i.   Develop the DON Annual Report on Accreditation and
Certification and submit to the Director, DCSA, for reporting to
USD (I) and to the Strategic Human Capital Planning (SHCP)
Program Office for incorporation into the DoD SHCP.

     j.   Support the continuous improvement of the SPēD
Certification Program by submitting recommendations to the DSTC
Chair regarding DON-specific needs or issues that affect the
effective implementation of the SPēD Certification Program
recommended adjustments to the SPēD including, but not limited
to, additions, deletions, or changes to the Certification
Framework, Certification Blueprints, or Certification Scheme.

     k.   Identify SPēD Certification Program education, training,
and certification renewal requirements including associated
costs for time required for professional development and include
Programming, Planning & Budgeting actions.

     l.   Review and coordinate with the DSTC Chair the candidate
lists to be submitted to the DSTC for recommendations for
conferral of certifications.

     m.   Provide subject matter experts to DSTC-initiated
certification projects, committees, and initiatives.

     n.   Ensure DON security education and training institutions
are accredited and sustained in accordance with reference (d).

6. The Assistant Secretary of the Navy for Manpower and Reserve
Affairs will direct the indexing of all civilian Security
Administration (occupational series 0080) billets within the DON
Secretariat.